

1/25

Chief, Management Staff

27 January 1958

Chief, Records Management Staff

Weekly Report - Week Ending 22 January 1958

1. Contributions

a. Tangible

- (1) Ten new and revised forms were completed.
- (2) The Records Center received 4/2 cu. ft. of inactive records, and destroyed 50 cu. ft. The receipts included some records from the Director's Office.
- (3) Prepared an article for the Support Bulletin describing how good records management practices can assist in solving our space problem.

b. Intangible

- a. None

2. Assignment - Active

a. Audit of Records Control Schedules.

25X1A8a

- (1) Office of Personnel.
- (2) Office of Operations [REDACTED] Review completed by Division and returned with minor changes. Schedule now being retyped for final approval.

25X1A8a

- (3) OPR. Revised schedule prepared for Plans and Policy Staff, and the [REDACTED]

b. Installation of Filing Systems.

- (1) Installation practically complete in Economic Area.

- (2) Office of Personnel.

c. Twenty new and revised forms pending.

d. Forms Management Survey, Printing Services Division. Two additional forms have been designed; one "bootleg" form eliminated.

c. Shelf File Installations

- (1) Medical Staff. Proposal in process of preparation.
(2) Map Library/CRB.

25X1A8a

(3) [REDACTED] This organization is interested in a shelf file plan and one will be developed as soon as time permits.

f. Review of Requisitions for Filing Equipment. Purchase order for 22 pieces of non-safe cabinets being held for discussion with Procurement Division.

g. Audit of Subject File Installation.

3. Assignments - Inactive

25X1A8a

a. [REDACTED] Space Layout and Equipment Survey.

b. Industrial Register, Shelf File.

c. Office of Security, Shelf File.

d. Film Index, Graphics Register, Special Card File.

e. Shelf File Installations, Medical Staff.

4. News

a. Three members of the Staff attended the 1 day conference sponsored by the American Society for Public Administration at the Willard Hotel.

25X1A6d

b. [REDACTED]

25X2A1

c. [REDACTED]

25X1A9a

[REDACTED]

25X1A9a

Mgt/S/RMS [REDACTED] :fjm (27 Jan 58)